



Town of Prescott Valley

Office of the Town Manager

7501 E. Civic Circle  
Prescott Valley  
Arizona 86314

December 6, 2017

Hand-delivered

Bryan Jarrell  
Police Chief  
7601 E. Civic Circle  
Prescott Valley, AZ 86314

Re: Notice of Intent to Apply Disciplinary Suspension w/o Pay

Dear Bryan:

On Monday, November 13, 2017, you informed me you had lost your authorized firearm. You indicated the firearm was not in your duffle bag when you looked for it that morning. Thinking back, you recalled changing out of your uniform shortly after the Town Council meeting on Thursday, November 9, 2017, in the restroom near the auditorium where the Council meets. You had placed the other uniform items and related equipment in the duffle bag that evening, but must have inadvertently left the firearm in the restroom. You checked the restroom on Monday and the firearm was not there. And, no one had turned it in. Therefore, you had to conclude that someone else had found it and chosen not to turn it in. A press release was subsequently issued about the missing firearm and, to date, it has not been recovered.

You have denied rumors that you were aware earlier than Monday that the firearm was missing and had delayed reporting it while you or others searched for it. And, I have looked at available video recordings of the restroom area and have spoken with other staff and have found nothing that would substantiate such rumors. I also note that you are exempt under General Orders §3/606.20 from the requirement to wear the prescribed personal equipment (uniform holster attached to the equipment belt per §3/609.40) that might have made it more difficult to misplace the firearm while changing.

Unfortunately, this incident made national news and resulted in considerable negative public comment about you, the department, and department procedures. Though no specific firearms (or other) protocol was violated, your apparent carelessness raised concerns. This was particularly true because of your role in the department as a model for professional police officer conduct.

As the Town's Personnel Officer (and your direct supervisor), I have assessed the relevant factors and concluded this careless off-duty conduct has caused discredit to the Town and merits disciplinary suspension without pay for two days in accordance with Town Policy No. 2-21 DISCIPLINARY ACTION (§8.6). As permitted by §5.6, you

will also be expected to successfully complete a certified firearm safety course of your choice within six months. Finally, in accordance with General Orders §3/607.35 you will be assessed the cost of replacing your authorized firearm.

Pursuant to §8.6, you may provide me with either an oral or written response to this proposed disciplinary action (including a response to the listed reason). If provided orally, the response may be given at the time of the administrative review hearing discussed below. If in writing, it must be provided at or before the time for any such review hearing or within ten calendar days after the date of this NOTICE (whichever is earlier). Any written response from you will be attached to the completed adjudication in your file. If, as a result of any such response, I determine additional investigation is warranted, I will conduct it in an expeditious manner prior to finalizing a decision.

As discussed above, you may participate in an administrative review hearing with me before I make the final decision with regard to this proposed discipline. In that hearing, you will be given an opportunity to refute any of the allegations involved. I propose such a hearing on Friday, December 8, 2017 at 2:00 p.m. in my office. You may bring any written documents you wish, and you may also be represented. **Please inform me by letter or phone call no later than Thursday, December 7, 2017 at 5:00 p.m. if you desire to participate in such a hearing.** No suspension will be served unless and until a final decision to impose such discipline is made by me.

Finally, please note that you will have the right to submit a formal grievance in accordance with Town Policy No. 2-23 GRIEVANCE PROCEDURES regarding any final decision I may make to impose the discipline I have proposed here.

Sincerely,



Larry Tarkowski  
Town Manager

*By signing and dating below, you only acknowledge that you have received and understand this letter. Please keep a copy for yourself and return the original back to me.*



Bryan Jarrell

12-6-2017

Date